

SUPPLY CONTRACT NOTICE

Procurement of vehicles, furniture and IT equipment for the project “Increasing the Effectiveness of Employment Policies Towards Disadvantaged Groups”, implemented by the National Employment Service(NES)

Location – Republic of Serbia

1. Publication reference

0045-4049-1/2015

2. Procedure

Open

3. Programme title

National programme for Serbia under the IPA- Transition, Assistance and Institution Building Component for 2012

4. Financing

22.02.01 / Financing agreement between the Government of Serbia and the European Commission concerning the National programme for Serbia for 2012 under the Instrument for Pre-accession Assistance

5. Contracting authority

National Employment Service, Republic of Serbia

CONTRACT SPECIFICATIONS

6. Description of the contract

The objective of this contract is to support the National Employment Service to implement project activities through procurement of:

- Off-road vehicles which will be used for introducing employment caravans service to the remote locations in Serbia;
- Furniture, office equipment and IT equipment for furnishing Job Clubs, Career Guidance and Counseling Centers and Self-service centers, new units which will be established throughout the Serbia

7. Number and titles of lots

Three (3) Lots

Lot 1 - Procurement of the off road vehicles

Lot 2 - Procurement of office equipment and furniture

Lot 3 - Procurement of the IT equipment

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all legal persons (participating either individually or in a grouping – consortium - of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme(IPA) under which the contract is financed (see item 22 below). All goods supplied under this contract must originate in one or more of these countries. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the Practical Guide.

10. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

11. Tender guarantee

Tenderers must provide a tender guarantee of **1% of total Lot's value** when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer[s] upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of **5(five) %** of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

13. Information meeting and/or site visit

No information meeting is planned

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

15. Period of implementation of tasks

Number and description of the Lot	Timeline
Lot 1 - Procurement of the off road vehicles	90 calendar days
Lot 2 –Procurement of office equipment and furniture	90 calendar days
Lot 3 – Procurement of the IT equipment	90 calendar days

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) Economic and financial capacity of tenderer (based on i.a. item 3 of the Tender Form for a Supply Contract). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
 - a) The average annual turnover of the tenderer in the past three years (2012 ,2013, 2014) must exceed the following amounts:
 - a) For Lot 1 – 130 000 Eur
 - b) For Lot 2 – 100 000 Eur
 - c) For Lot 3 – 1 000 000 Eur

Documentary proof¹ for all the lots is the balance sheets from the above mentioned years

- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last three years from submission deadline.
 - a) for Lot 1 - At least 5 staff currently work permanently for the tenderer in fields related to the contract.
 - b) for Lot 2 - At least 5 staff currently work permanently for the tenderer in fields related to the contract.
 - c) for Lot 3 - At least 10 staff currently work permanently for the tenderer in fields related to the contract.

Documentary proof for all the lots should prove that company/companies have the above mentioned number of staff (through employment contracts, copies of employment books, social security registration etc)

- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last three years from submission deadline.
 - a. For LOT 1 - the tenderer has delivered supplies under at least **one contract** relating to delivery of vehicles with a budget of minimum 60 000 € in the

¹ Documentary proof is requested by Contracting Authority only from the successful Tenderers/s

past three years (2014, 2013 and 2012) and this year until the submission deadline of this application

- b. For LOT 2 - the tenderer should have completed at least **one contract** relating to manufacture/ delivery of furniture and office equipment with a budget of a 50 000 € in past three years (2012, 2013 and 2014) and this year until the submission deadline of this application
- c. For LOT 3 - the tenderer should have completed at least **one contract** relating to delivery of IT equipment with a budget of a 400 000 € in past three years (2012, 2013 and 2014) and this year until the submission deadline of this application.

Documentary proof for all the lots should provide evidence of the criteria stated above through copies of the contract or copies of the provisional or final acceptance issued by the Client/Contracting Authority of the projects concerned and/or a written letter of satisfactions from the Client/Contracting Authority evidencing the essential elements required.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the Contracting Authority are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority.

17. Award criteria

Price

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the following Internet address:

1. <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>.

2. The tender dossier is also available from the Contracting Authority:

http://www.nsz.gov.rs/live/otnoma/Public+Procurements+%28IPA%29/public_procurements_ipa_programme_javne_nabavke_ipa_program_cid20968

Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers may submit questions regarding this tender in writing to nikola.tolinacki@nsz.gov.rs and National employment Service (attn Nikola Tolinacki), Decanska 8, room 320 3rd floor, 11 000 Belgrade (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

19. Deadline for submission of tenders

December 2nd 2015, at 15:30 CET(local time)

Any tender received by the Contracting Authority after this deadline will not be considered.

20. Tender opening session

December 3rd 2015, at 11:00 CET (local time)

21. Language of the procedure

All written communications for this tender procedure and contract must be in English.

22. Legal basis²

— Council Regulation (EC) No. 1085/2006 of 17.7.2006 establishing an Instrument for Pre-Accession Assistance;

— Commission Regulation (EC) No. 718/2007 of 12.6.2007, implementing Council Regulation (EC) No.1085/2006 establishing an Instrument for Pre-Accession Assistance.

23. Additional information

Not applicable

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).